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Instruction Manual Part 6

Classification and Coding Instructions for Marriage Records, 1986

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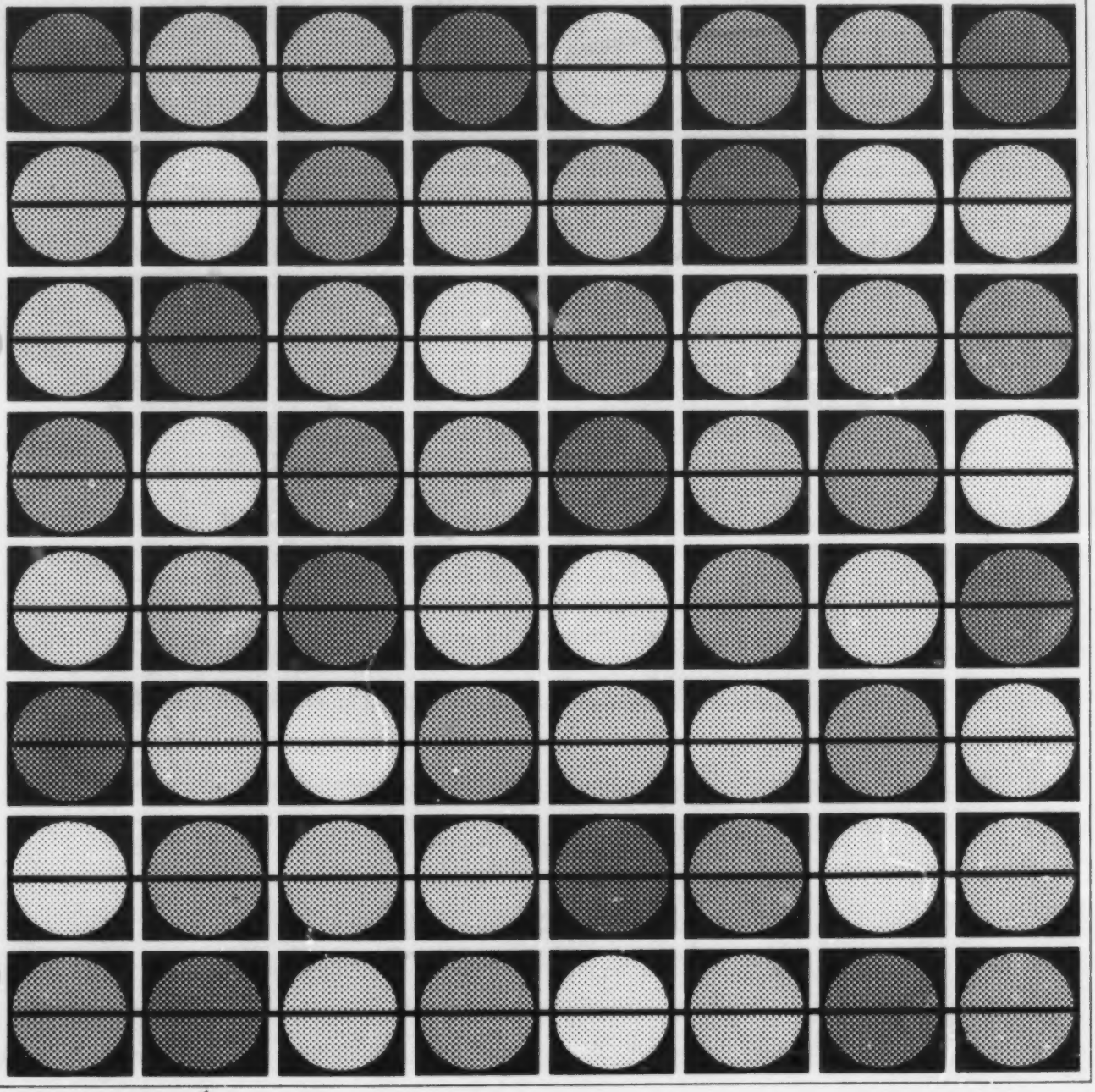


HE20.6208/7:

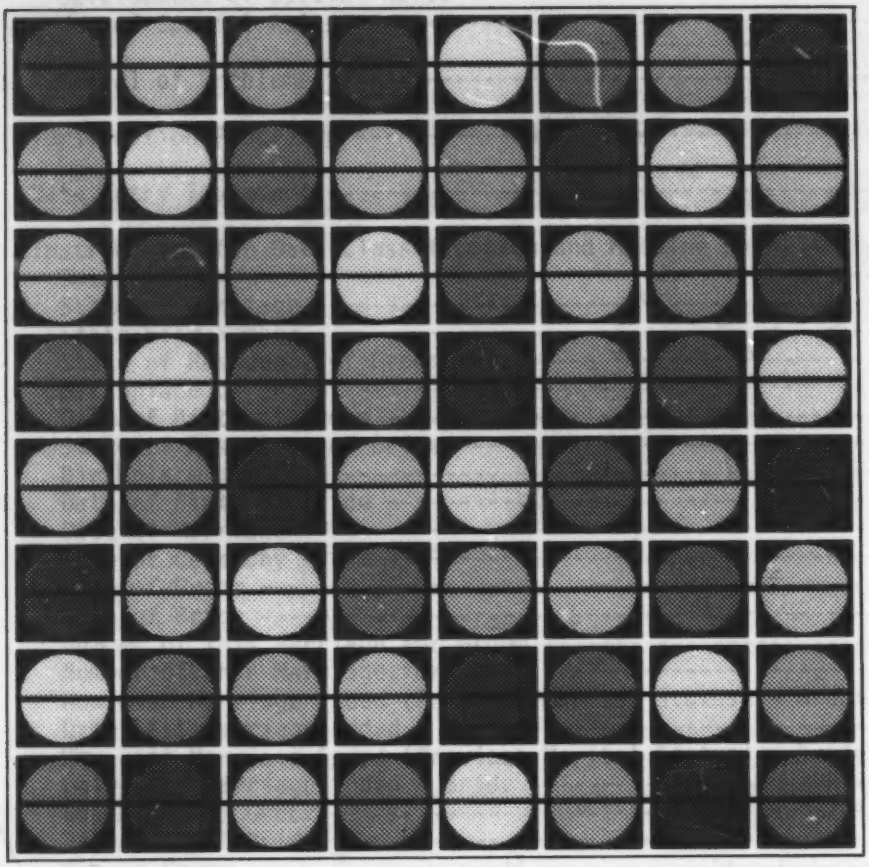
This instruction manual was prepared by the Data Preparation Branch in collaboration with the Division of Vital Statistics. Questions regarding this manual and related coding problems should be directed to the Data Preparation Branch, National Center for Health Statistics, P.O. Box 12214, Research Triangle Park, North Carolina 27709. Questions concerning analysis of marriage data should be referred to the Marriage and Divorce Statistics Branch, Division of Vital Statistics, National Center for Health Statistics, Center Building, Prince George Center, 3700 East-West Highway, Hyattsville, Maryland 20782.

Instruction Manual Part 6

Classification and Coding Instructions for Marriage Records, 1986

Vital Statistics

Data Preparation



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
National Center for Health Statistics

Hyattsville, Maryland
November 1985

Instruction Manual
Part 6

Classification and Coding Instructions
for Marriage Records, 1988

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Vital Statistics
Data Preparation

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CLASSIFICATION AND CODING INSTRUCTIONS

FOR MARRIAGE RECORDS, 1986

SECTION I - INTRODUCTION

The purpose of this manual is to provide data classification and processing instructions for use by the National Center for Health Statistics (NCHS) in processing basic statistical source data from microfilm (or paper) copies of certificates of marriage filed in State health offices (see Illustration 1 for U. S. Standard Certificate). To assure data convertibility, the code structures and coding instructions are also used by the States that provide precoded data through the vital statistics cooperative program.

SECTION II - GENERAL INSTRUCTIONS

Microfilm (or paper) copies or State-coded data tapes of marriage certificates are received from the vital statistics office of each State in the marriage registration area (MRA). All reporting areas, except New Jersey and Colorado, transmit 100 percent of their marriage records to NCHS in one of these forms. All of the records are used from States that supply State-coded data tapes. For States submitting microfilm (or paper) copies of their records, NCHS prepares data records from a probability sample of the certificates. The certificates are sampled at different rates, designed to give a sample of at least 2,500 records for each State (see Appendix A).

As shipments of the microfilm (or paper) copies are received, the records are batched into lots of work of reasonable size for processing efficiency. Each lot may consist of one or more data months from one or more registration areas. The lots are then assigned to key entry operators to classify and convert the data into machine readable form. As each lot is completed and appropriate entries are made in the control records, the source certificates and control records are returned to the control clerk.

In the coding operation, considerable variation is encountered both in certificate format and in the manner of reporting required data. Coding aids, such as special rules, atlases, guides in the use of State-entered codes, and problem referral procedures are available to facilitate proper interpretation.

SECTION III - SELECTION OF THE SAMPLE

The procedures for selecting the probability sample of certificates to be used for tabulation purposes are:

A. Sampling Procedure

1. The first sample record for the year is the first certificate ending in the designated random start for that registration area (see Appendix A). Add the skip interval to identify the second terminal digit of the sample and subsequent records. Continue to select the sample records by these terminal digits of the state file number even though there may be missing or

voided records. For example, in Idaho the random start is 2 with a skip interval of 5. The sample records then are all certificates with numbers ending in 2 or 7. Note that the terminal digits are controlled by the skip interval.

2. When two different events are assigned the same state file number and the number is a sample record, take the first such certificate as the sample record. (Care should be taken that such cases are different events and not corrected records.)

3. Continue the sample selection procedure throughout the entire data year.

B. Deletions

1. The following sample certificates should not be coded:

   a. Blank forms.

   b. Records noted as "Void," "Cancelled," or "Error."

   c. Missing or illegible certificates.
      NOTE: If more than four items cannot be determined because of overlapping images on microfilm, consider the certificate illegible.

   d. Duplicate images of a selected certificate. If one image has more information due to querying and correction, retain the certificate with more information.

   e. Records of ceremonies performed on dates outside of the data year.

   f. Records of ceremonies performed outside of the reporting area.

   g. Unused licenses; i.e., certificates without information that ceremonies took place.

   h. Records noted as "second ceremony" or with other indication that the couples were already married to each other at the time of the ceremony.

   i. Any documents other than marriage records.

2. Do not substitute for any deleted sample record. Enter the state file number, county of occurrence, and reason for deletion in Section II of the Lot Control Record.

SECTION IV - SPECIAL RULES

A. Development of Special Rules

Special rules are developed to provide supplemental instructions on items peculiar to a registration area. At the beginning of a data year, a sample of records from each registration area is inspected by the supervisor to identify items and reporting characteristics that depart from the general reporting practices covered by this manual. Decisions are made on these items and special rules are developed. These rules also include special instructions on classifying military installations and on using selected registration area codes.

B. Use of Special Rules

When a unit of work is assigned, the coder is also given a copy of special rules for each registration area represented in the work unit. The coder is to become fully familiar with the special rules, resolving any question with the supervisor before beginning to work on the unit. Special rules are to take precedence over the instructions in this manual in any case where the two might be interpreted to provide inconsistent instructions.

SECTION V - REFERRAL OF PROBLEMS

A coder encounters various questions and uncertainties in the course of the work. The types of problems are as follows:

A. Coding problems stemming from inadequate instructions or from the coder's inability to apply the instructions.

B. Legibility problems.

The referral form (Illustration 3) is to be used for problem A. Records with problems falling into Group A are to be coded to the best ability of the coder. The referrals containing questions that could apply to all coders are discussed by the supervisor in periodic group meetings so all coders may benefit. Those referrals that indicate individual coder inability are discussed privately with the coder.

Coders are to resolve all problems in Group B without supervisory assistance. If the coder cannot determine the entry, the code for the "unknown" category of that item should be assigned.

SECTION VI - VERIFICATION PROCEDURE

Independent verification will be performed on all marriage records processed. Such verification will be accomplished under a total verification scheme. In the independent verification process, the verification operator duplicates the operation of the entry clerk by re-entering the information from the source document following the same sequence as that executed by the entry operator.

The verification operator is to satisfy discrepancies on the basis of information appearing on the source document without influence of the coder.

SECTION VII - DATA ENTRY EQUIPMENT

Key to disc processing is the primary mode of vital record demographic data entry. In key to disc processing, data are keyboarded directly into a mini computer. Interactive with key entry, the computer software performs valid code field edits and selected interfield dependency edits where applicable. The results of the edits are displayed on a cathode ray tube for immediate resolution by the key entry operator or referral to the supervisor if necessary. Other features of the key to disc entry equipment include capabilities for automatic display of data as keyed, key and sight verification, in place record insertion and deletion, and file searches. Since these functions are common to the use of the equipment on any data type, they are contained in a separate operator's reference manual provided by the vendor. This instruction manual contains only those formats and edit specifications unique to key to disc entry of 1986 marriage data (see Section VIII).

SECTION VIII - INSTRUCTIONS FOR DATA CLASSIFICATION AND MACHINE ENTRY

This section contains the data entry, code structure, and classification instructions (excluding special rules) which a coding clerk is to follow in processing each item on the marriage certificate. Also included are the edit specifications which are programmed into the key to disc system and to which the coder may have to react based on cathode ray tube screen prompts. The input format and positions are specific to the brand of key to disc equipment used by the Data Preparation Branch of the NCHS. The output format and positions are common to any data entry equipment. Accordingly, where other key to disc, card, or tape equipment is employed, the input procedure may change. The data record output tape positions, however, would not change.

ITEM	KEY TO DISC INPUT		CODE STRUCTURE	CODING INSTRUCTIONS
	PROGRAM LEVEL	DATA POSITION		
DATA YEAR	2*	1	6	Format generated "6."
STATE OF MARRIAGE	2	2-3	See Appendix D.	Enter for duplication in output records.
STATE FILE NUMBER	3**	1-6		
STATE OF RESIDENCE OF GROOM	3	7-8	See Appendix D. Blank or not classifiable--99	1. When a county or city entry is given and State is not specified, refer to the State of Occurrence, 1982 Geographic Coding Manual and code to State of Occurrence if the county or city is listed in that State. If the named city is not listed as an incorporated city for State of Occurrence, refer to the List of Major Cities, Appendix F and code the State indicated for that city. If not in List of Major Cities, code the State when the given city makes the State obvious (e.g., Richmond - code Virginia). 2. Code hotels, motels, and military installations unless permanent residence is indicated.

* Program level 2 records must be created when beginning a new state or a new batch. For each program level 2 record, the system is programmed to duplicate its entries into the output tape records until another program level 2 record is encountered.

** Program level 3 records must be created for entering the detail non-repetitive data.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Format generated "6."	1
Integer field. Must enter (Is duplicated in output records.) Range: 01-54.	28-29
Left-zero fill. Must enter. Range: > "000000."	2-7
Integer field. Must enter. Range: 01-57,59, 99.	8-9

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
BIRTHPLACE OF GROOM (State or Foreign Country)	3	9-10	See Appendix D. Blank or not classifiable--99	When a county or city of birth is given and State is not specified, refer to the State of Occurrence, 1982 Geographic Coding Manual and code to State of Occurence if the county or city is listed in that State. If the named city is not listed as an incorporated city for State of Occurrence, refer to the List of Major Cities, Appendix F and code the State indicated for that city. If not in List of Major Cities, code the State when the given city makes the State obvious (e.g., Richmond--code Virginia)
DATE OF BIRTH OF GROOM	3			If the date of birth is blank, incomplete, or item is not on the certificate, blank data positions 11-14, and enter age if stated in data positions 46-47.
Month		11-12	January--------01 February-------02 March----------03 April----------04 May------------05 June-----------06 July-----------07 August---------08 September------09 October--------10 November-------11 December-------12	
Year		13-14	Code last two digits of year as stated.	

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter. Range: 01-57, 59, 99.	10-11
Integer Field. Range: 01-12, blank.	12-13
Range: 00-99, blank.	14-15

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
STATE OF RESIDENCE OF BRIDE	3	15-16	See Appendix D. Blank or not classifiable--99	1. If a county or city entry is given and State is not specified, refer to the State of Occurrence, 1982 Geographic Coding Manual and code to State of Occurrence if the county or city is listed in that State. If the named city is not listed as an incorporated city for State of Occurrence, refer to the List of Major Cities, Appendix F and code the State indicated for that city. If not in List of Major Cities, code the State when the given city makes the State obvious (e.g., Richmond - code Virginia). 2. Code hotels, motels, and military installations unless permanent residence is indicated.
BIRTHPLACE OF BRIDE (State or Foreign Country)	3	17-18	See Appendix D. Blank or not classifiable--99	When a county or city of birth is given and State is not specified, refer to the State of Occurrence, 1982 Geographic Coding Manual and code to State of Occurrence if the county or city is listed in that State. If the named city is not listed as an incorporated city for State of Occurrence, refer to the List of Major Cities, Appendix F and code the State indicated for that city. If not in List of Major Cities, code the State when the given city makes the State obvious (e.g., Richmond - code Virginia).

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter Range: 01-57, 59, 99.	16-17
Integer field. Must enter. Range: 01-57, 59, 99.	18-19

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
DATE OF BIRTH OF BRIDE	3			If date of birth is blank, incomplete, or item is not on the certificate, blank data positions 19-22 and enter age if stated in data positions 48-49.
Month		19-20	January -------- 01 February ------- 02 March ---------- 03 April ---------- 04 May ----------- 05 June ---------- 06 July ---------- 07 August --------- 08 September ------ 09 October -------- 10 November ------- 11 December ------- 12	
Year		21-22	Code last two digits of year as stated.	
DATE OF MARRIAGE	3			
Month		23-24	January -------- 01 February ------- 02 March ---------- 03 April ---------- 04 May ----------- 05 June ---------- 06 July ---------- 07 August --------- 08 September ------ 09 October -------- 10 November ------- 11 December ------- 12 Not classifiable ------- 99	
Day		25-26	1-31 -------- 01-31 Not classifiable ------- 99	

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Range: 01-12, blank.	20-21
Range: 00-99, blank.	22-23
Integer field. Must enter. Range: 01-12, 99.	24-25
Range: 01-31, 99.	26-27

ITEM	KEY TO DISC INPUT: PROGRAM LEVEL	KEY TO DISC INPUT: DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
TYPE OF CEREMONY	3	27	Civil ---------- 1 Religious ------- 2 Not classifiable -------- 9	If type of ceremony is not specified, look at title and/or signature of officiant performing ceremony. Refer to Appendix G for entries reported on certificates and codes for types of ceremony. 1. If title of officiant identifies a government official such as mayor, magistrate, judge, judge of ordinary, service officer, major, surrogate, alderman, or justice of the peace, code 1. 2. If religious denomination of officiant or name of church or place of worship in which marriage occurred is given, code 2. 3. If title of officiant is identified as "reverend," "father," "chaplain," "priest," "clergyman," "rabbi," "mennonite," "Doctor of Theology," "Doctor of Divinity," or "Ethical Society Leader," code 2. 4. If it cannot be determined whether the ceremony was civil or religious, code 9.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter. **Range: 1, 2, 9.**	**30**

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
RACE OF GROOM	3	28	White (includes Mexican, Puerto Rican, and all other Caucasian) --------- 1 Black ---------- 2 Other nonwhite -- 3 Not classifiable -------- 9	See Appendix B for other race entries on certificates. See Appendix C for names of Indian tribes in the U. S., Canada, and Mexico. 1. If racial entry is a mixture of Hawaiian and any other race, code 3. 2. If the racial entry is a mixture of White and any other race, code to the appropriate nonwhite race. 3. If the racial entry is a mixture of nonwhite races (except Hawaiian), code the first race listed. Code Example: Black-Chinese -- 2 Chinese-Black -- 3 4. If the racial entry is "N," "Colored," "Col., "ed" added to printed item heading "Color," "B," "Negro," "Brown," "A.A.," or "Afro-American," code 2. 5. If "part___," "1/4, 1/2, 3/4___" is given as a single race entry, code the reported race ignoring the prefix.
RACE OF BRIDE		29		

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter. Range: 1-3, 9.	31
Range: 1-3, 9.	32

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
NUMBER OF THIS MARRIAGE FOR GROOM NUMBER OF THIS MARRIAGE FOR BRIDE	3	30 31	Times married, 1-8 --------- 1-8 If married 9 times or more - 9 If remarried, but not specific number (at least once, etc.) --------- 0 Not classifiable -------- X	If no entry or entry is "-," code X. NOTE: If entry is given as "Previous Marriages," add 1 to number given. For VSCP States Only: If no entry or entry is "-," refer to previous marital status (or how last marriage ended) and code "0," "X," or "1" when appropriate. If number of this marriage and previous marital status is "-" or blank, code X.
HOW LAST MARRIAGE ENDED (PREVIOUS MARITAL STATUS) - GROOM	3	32	Not previously married ------- 1 Death ---------- 2 Divorce, dissolution, or annulment -- 3 Not classifiable -------- 9	If item is blank or "-," code 9: Other Entries: Code Never Married, N.M., N.A., or Single ---------- 1 Widowed ---------- 2 Divorced, or Annulled ------- 3 For VSCP States Only: If previous marital status (or how last marriage ended) is blank or "-," and number of this marriage is "first (1)," code previous marital status (how last marriage ended) as Not Previously Married (code 1). If number of this marriage and previous marital status (how last marriage ended) are both "-" or blank, code 9.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Numeric field. Must enter Range: 0-9, - (X).	33
Numeric field. Must enter. Range: 0-9, - (X).	34
Integer field. Must enter. Range: 1-3, 9.	35

ITEM	KEY TO DISC INPUT PROGRAM LEVEL	KEY TO DISC INPUT DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
DATE LAST MARRIAGE ENDED - GROOM	3			
Month		33-34	January -------- 01 February ------- 02 March ---------- 03 April ---------- 04 May ----------- 05 June ----------- 06 July ----------- 07 August --------- 08 September ------ 09 October -------- 10 November ------- 11 December ------- 12 Blank or not classifiable - 99	
Year		35-36	Code last two digits of year as stated. Blank or not classifiable - XX	
HOW LAST MARRIAGE ENDED (PREVIOUS MARITAL STATUS) - BRIDE	3	37	Not previously married ------- 1 Death -------- -- 2 Divorce, dissolution, or annulment -- 3 Not classifiable -------- 9	If item is blank or "-," code 9. Other Entries: Code Never Married, N.M., N.A., or Single ---------- 1 Widowed ---------- 2 Divorced, or Annulled ------ 3 For VSCP States Only: If previous marital status (or how last marriage ended) is blank or "-," and number of this marriage is "first (1)," code previous marital status (how last marriage ended) as Not Previously Married (code 1). If number of this marriage and previous marital status (how last marriage ended) are both "-" or blank, code 9.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter Range: 01-12, '99.	36-37
Range: 00-99, -- (XX).	38-39
Integer field. Must enter. Range: 1-3, 9.	40

ITEM	KEY TO DISC INPUT: PROGRAM LEVEL	KEY TO DISC INPUT: DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
DATE LAST MARRIAGE ENDED - BRIDE	3		January ----- 01 February ---- 02 March ------- 03 April ------- 04	
Month		38-39	May --------- 05 June -------- 06 July -------- 07 August ------ 08 September --- 09 October ----- 10 November ---- 11 December ---- 12 Blank or not classifiable-99	
Year		40-41	Code last two digits of year as stated. Blank or not classifiable-XX	
EDUCATION OF GROOM	3	42-43	ELEMENTARY OR SECONDARY	See Appendix E for other entries on certificates.
EDUCATION OF BRIDE		44-45	0-12 -------00-12 COLLEGE 1 yr. -------- 13 2 yrs. ------- 14 3 yrs. ------- 15 4 yrs. ------- 16 5+ yrs. ------ 17 "Unknown," "not available," uncodable entries blank, or item not on certificate -- 99	1. Code the highest grade completed. 2. If two or more levels of education are given for the groom or bride, code the highest level classifiable to codes other than 99. Example: Elementary or Secondary / College / Code 12 / 2 yrs. Tech / 12 blank / 2 yrs. Tech / 99 12 / 2 yrs. / 14 3. If only partial year or indication that year has not been completed is given in college block, and no other entry is given (e.g., one semester, one quarter, two quarters, etc.), code 12.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Must enter. Range: 01-12, 99.	41-42
Range: 00-99, -- (XX).	43-44
Integer field. Must enter. Range: 00-17, 99.	45-46
Range: 00-17, 99.	47-48

ITEM	KEY TO DISC INPUT: PROGRAM LEVEL	KEY TO DISC INPUT: DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
EDUCATION OF GROOM - Continued EDUCATION OF BRIDE - Continued				4. If year is given with a fraction or symbol such as +, -, ?, etc., ignore fraction or other symbol and code year as stated. 5. If two or three semesters, three or four quarters, or two or three trimesters are given in the college block and no other entry is given in college block, code 13. 6. If entry is given as "All" in elementary or secondary block, code 12. If entry is given as "All" in college block, code 16. 7. If entry in college block is "A.A.," or "A.S.," code 14. 8. If entry in college block is "B.B.A.," "B.A.," "A.B.," or "B.S.," code 16. 9. If entry in college block is "A.M.," "M.A.," "M.Sc.," "M.D.," "D.V.M.," "D.D.S.," "D.D.M.," "D.O.," "L.L.B.," "Ph.D.," or other advanced degree, code 17. 10. When symbols such as "+," "-," "?," "/," etc. are given in both blocks and no other entry is given, code 99. If an entry is given in either block with a symbol given in the other block, code entry as stated, ignoring symbol.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION

ITEM	KEY TO DISC INPUT: PROGRAM LEVEL	KEY TO DISC INPUT: DATA POSITION	CODE STRUCTURE	CODING INSTRUCTIONS
EDUCATION OF GROOM - Continued EDUCATION OF BRIDE - Continued				11. If entry is R.N. or B.S. in Nursing, code as follows: R.N. ---------- 14 2 R.N. ---------- 14 3 R.N. ---------- 15 4 R.N. ---------- 16 B.S. in Nursing ------ 16
AGE OF GROOM AGE OF BRIDE	3	46-47 48-49	Code as stated.	1. Enter age only if date of birth is not given or any part of the date is incomplete. 2. When date of birth of groom is given, data positions 46-47 will be blank. 3. When date of birth of bride is given, data positions 48-49 will be blank. 4. If neither dates of birth nor ages are given, data positions 11-14, 19-22, and 46-49 are to be blank. 5. Ignore symbols such as "+," "-," "?," when coding age.

KEY TO DISC INTERACTIVE EDITS	OUTPUT TAPE POSITION
Integer field. Will blank automatically if date of birth is entered.	49-50 51-52

APPENDIX A

SELECTION OF SAMPLE MARRIAGE RECORDS

Registration Areas	Random Start	Skip Interval	Sample Size
Alabama	8	10	10%
Alaska	1	2	50%
California	15	20	5%
Colorado	- 1/	-	10%
Connecticut	3	5	20%
Delaware	-	-	100%
District of Columbia	-	-	100%
Florida	-	-	- 2/
Georgia	8	20	5%
Hawaii	2	5	20%
Idaho	2	2	50%
Illinois	-	-	- 2/
Indiana	2	10	10%
Iowa	4	10	10%
Kansas	5	5	20%
Kentucky	9	10	10%
Louisiana	5	10	10%
Maine	-	-	- 2/
Maryland	1	10	10%
Massachusetts	2	10	10%
Michigan	9	20	5%
Minnesota	3	10	10%
Mississippi	4	10	10%
Missouri	-	-	- 2/
Montana	-	-	- 2/
Nebraska	-	-	- 2/
New Hampshire	-	-	- 2/
New Jersey	- 1/	-	5%

1/ Only sample records will be submitted. All sample records are to be coded and keyed.

2/ State-coded data of all marriage records will be used for tabulation purposes.

SELECTION OF SAMPLE MARRIAGE RECORDS - Continued

Registration Areas	Random Start	Skip Interval	Sample Size
New York (excl. New York City)	-	-	- 2/
New York City:			
Manhattan	-	-	100%
Brooklyn	-	-	100%
Bronx	-	-	100%
Queens	-	-	100%
Richmond	-	-	100%
North Carolina	9	10	10%
Ohio	2	20	5%
Oregon	4	5	20%
Pennsylvania	16	20	5%
Puerto Rico	3	10	10%
Rhode Island	-	-	- 2/
South Carolina	-	-	- 2/
South Dakota	1	2	50%
Tennessee	5	20	5%
Utah	2	5	20%
Vermont	-	-	- 2/
Virginia	-	-	- 2/
Virgin Islands	-	-	100%
West Virginia	1	5	20%
Wisconsin	8	10	10%
Wyoming	-	-	100%

2/ State-coded data of all marriage records will be used for tabulation purposes.

APPENDIX B

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR RACE

ENTRY	CODE
Afghanistan	1
African	2
Aleut	3
Algerian	1
Alocona	9
American	1
Amish	1
Anglo-Saxon	1
Arabian	1
Argentinian	1
Armenian	1
Aryan	1
Asian Indian	3
Asiatic	3
Assyrian	1
Athapaskan	3
Australian	1
Austrian	1
Azores	1
Bahamian	9
Bangladeshi	3
Basque	1
Bavarian	1
Begri	9
Belizian	3
Bilalian	2
Blanc	1
Bohemian	9
Bolivian	1
Brava (Bravo)	1
Brazilian	1
British Honduran	9
Burmese	3
C	9
Cajun	3
Cambodian	3
Canadian	1
Cape Verde	2
Carib	3
Caucasian	1
Ceylonese	3
Chamorro	3
Chamosso	9
Chicano	1
Chinese	[illegible]
Colestran	[illegible]
Colombian	1
Cosmopolitan	9
Costa Rican	1
Creole	3
Crucian	1
Cuban	1
Czechoslovakian	1
Dominican	2
Dutch East Indian	3
East Indian	3
Ebian	1
Ecuadorian	1
Egyptian	1
English	1

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR RACE - continued

ENTRY	CODE
English-French	1
English-Irish	1
Eritrean	2
Eskimoan	3
Ethiopia(n)	2
Eurasian	3
European	1
Fijian	3
Filipino	3
Finnish	1
French	1
French Canadian	1
French Indian	3
German	1
Ghanaian	2
Gilbertese	3
Greek	1
Guam(ian)(ese)	3
Guatemalan	3
Guyanese	9
Gypsy	1
Haitian	2
Hamitic	2
Hawaiian	3
Hebrew	1
Hindu	3
Hispanic	1
Honduran	3
Hungarian	1
Icelandic	1
India	3
Indian (American, Alaskan, Canadian, Mexican)	3
Indo-Aryan	3
Indonesian	3
Iran(ian)	1
Iraqi	1
Irish	1
Islamic	1
Israelite	1
Italian	1
Jackson (Jack) White	3
Jamaican	2
Japanese	3
Java	3
Jew	1
Jordanian	1
Kenyan	2
Korean	3
Kuwaitian	1
Ladina	1
Laotian (Asian)	3
Latin American	1
Latvian	1
Lebanese	1
Liberian	2
Libyan	1
Lithuanian	1

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR RACE - continued

ENTRY	CODE	ENTRY	CODE
Mal.	9	Occidental	1
Malada	9	Octaroon	2
Malawian	2	Okinawan	3
Malayan	3	Oriental	3
Maltese	1		
Maori	3	Pakistani	3
Marshallese	3	Palauan	3
Marshenese	1	Panamanian	3
Mauritian	1	Parsi	1
Mediterranean	1	Persian	1
Melanesian	3	Peruvian	1
Mestizo	3	Phoenician	9
Mestizo-Inca	3	Polish	1
Mexican	1	Polynesian	3
Mexican Indian	3	Ponapean	3
Micronesian	3	Portuguese	1
Mixed	3	Puerto Rican	1
Mohammedan (Moslem)	1	Punjabi	3
Mongolian	3		
Moor	3	Quadroon	2
Moroccan	1		
Mosotho	9	Red	3
Mugandan	2	Romanian	1
Mullato	2	Rotanese	3
Muslim	1	Russian	1
		Ryukyan	3
N/W	9		
Nassau	2	Saipanese	3
Nepalese	3	Salvadorian	3
Nicaraguan	3	Samoa(n)	3
Nigerian	2	Santo-Domingo	2
Nipponese (Nipon)	3	Saudi Arabia(n)	1
Nordic	1	Saxon(y)	1
Norwegian	1	Scandinavian	1
Nubian	2	Scotch	1

OTHER ENTRIES REPORTED ON RECORDS AND CODE FOR RACE - continued

ENTRY	CODE
Selawik	3
Semitic	1
Serbian	1
Servian	1
Seychelloise	2
Siamese	3
Siamsh Am	9
Sicilian	1
Sikh	3
Singhalese	3
Sino Burman	3
Slovakian	1
Soanish	9
South American	1
Spanish	1
Sudanese	2
Sunni	1
Swedish	1
Syrian	1
Tahitian	3
Taimskin	3
Taiwanese	3
Tamil-Ceylonese	3
Tamil-Malayan	3
Tanzanian	2
Teutonic	1
Thai	3
Tibetan	3
Tongan	3
Trigueno	3
Trinidadian	2
Tunisian	1
Turk	1
Ubontilian	3
Ugandan	2
Ukranian	1
Ulithian	9
Ute	3
Venezuela(n)	1
Vietnam(ese)	3
W	1
Welsh	1
West Indies (Indian)	2
Wiam (White American)	1
Yapanes	3
Yellow	3
Yugoslavian	1
Zoroastrian	1

APPENDIX C

INDIAN TRIBES IN THE UNITED STATES, CANADA, AND MEXICO

Abnaki
Absentee-Shawnee
Acoma
Ak Chin
Alabama-Coushatta
Tribes of Texas
Alsea
Apache
Arapaho
Arikara
Assiniboin
Atacapa
Athapaskan
Atsina
Aztec
Bear River
Beaver
Bella Coola
Beothuk
Blackfoot
Blood Piegan
Blue Lake
Brotherton
Caddo
Cakchiquel-lenca
Calapooya
Carrier
Catawba
Cattaraugus
Cayuga
Cayuse
Chasta Costa
Chehalis
Chemehuevi
Cherokee
Chetco
Cheyenne
Cheyenne River Sioux
Chickahominy
Chickasaw
Chinook
Chipewyan
Chippewa
Chippewa-Ojibwa
Chiricahua Apache
Chitimacha
Choctaw
Chol
Chontal
Chorti
Chuckchansi
Chumash
Clallam
Clatsop
Clackamus
Clear Lake
Coast Salish
Cochimi
Cochiti
Cocopa
Coeur D'Alene Tribe
of Idaho
Cocopah
Columbia
Colville
Comox
Comanche
Concow
Conquille
Coushatta
Covelo
Cow Creek
Cowichan
Cowlitz
Coyotero Apache
Cree
Creek
Crow
Crow Creek Sioux
Dakota
Delaware
Diegueno
Digger
Dog Rib
Duckwater
Euchi
Eyak
Flathead
Fort Hall Res. Tribe
of Idaho
French Indian
Gabrieleno

INDIAN TRIBES IN THE UNITED STATES, CANADA, AND MEXICO - Continued

Galice Creek
Gay Head
Gosiute
Gros Ventre
Haida
Han
Hare
Hat Creek
Hawasupai
Hidatsa
Hoh
Hoopa
Hopi
Houma
Hualapai
Huastec
Humboldt Bay
Hupa
Huron
Illinois
Ingalik
Iowa
Iroquois
Isleta
Jemez
Joshua
Juaneno
Jicarilla Apache
Kaibah
Kalispel
Kanosh Band of Paiutes
Kansa
Karankawa
Karok
Kaska
Kaw
Kawai
Keresan Pueblos
Kern River
Kichai
Kickapoo
Kiowa
Kiowa Apache
Kitamat
Klamath
Klikitat
Koasati
Kootenai Tribe of Idaho
Kusa
Kutchin
Kutenai
Kwakiutl
Lac Courte Dreille
Laguna
Lakmuit
Lipan Apache
Lower Brule Sioux
Luiseno
Lummi
Maidu
Makah
Malecite
Mandan
Maricopa
Mary's River
Mashpee
Mattaponi
Maya
Mayo
Mdewakanton Sioux
Menominee
Menomini
Mequendodon
Mescalero Apache
Miami
Micmac
Mission Indians
Missouri
Miwok
Mixe
Mixtec
Modoc
Mohave
Mohawk
Mohegan
Molala
Monachi
Mono
Montagnais
Montauk
Muckleshoot
Munsee
Nambe
Namsemond

INDIAN TRIBES IN THE UNITED STATES, CANADA, AND MEXICO - Continued

Nanticoke
Narragansett
Naskapi
Natchez
Navaho
Navajo
Nez Perce
Niantic
Nipmuck
Nisenan-Patwin
Nisqually
Nomelaki
Nooksak
Nootka
Northern Paiute
Oglala Sioux
Okanogan
Omaha
Oneida
Onondaga
Opata
Opato
Osage
Oto
Otoe
Otomi
Ottawa
Ozette
Paiute
Pamunkey
Panamint
Papago
Passamaquoddy
Patwin
Pawnee
Pen d'Oreille
Penobscot
Peoria
Pequot
Picuris
Pima
Pit River
Pojoaque
Pomo
Ponca
Poosepatuck
Potawatomi
Potomac
Powhatan
Pueblos
Puyallup
Quapaw
Quechan
Quileute
Quinaielt
Quinault
Rappahannock
Rogue River
Rosebud Sioux
Sac and Fox
Saginaw
Salish
Sandia
San Felipe
San Ildefonso
San Juan
San Lorenzo
San Luis Obispo
San Luiseno
Sanpoil
Sanpoil Nespelem
Sant'ana
Santa Barbara
Santa Clara
Santa Ynez
Santee
Santee Sioux
Santiam
Sauk and Fox
Scaticook
Sekane
Seminole
Seneca
Seri
Shasta
Shawnee
Shinnecock
Shivwits Band of Paiutes
Shoshone
Shoshone-Bannock
Shuswap
Siouans
Sioux
Sisseton

INDIAN TRIBES IN THE UNITED STATES, CANADA, AND MEXICO - Continued

Sisseton-Wahpeton Sioux
Siuslaw
Skagit Suiattle
Skokomish
Slave
Smith River
Snake
Snohomish
Snoqualmi
Songish Southern Paiute
Squaxin
Stockbridge
Sumo-Mosquito
Suquamish
Swinomish
Taimskin
Tanana
Tanoan Pueblos
Taos
Tarahumare
Tarascan
Tawakoni
Tejon
Tenino or Warm Springs
Tesuque
Teton
Teton Sioux
Tillamook
Timucua
Thlinget
Tolowa
Tonawanda
Tonkawa
Tonto Apache
Topinish
Totonac
Tsimshian
Tulalip
Tule River Indians
Tunica
Tuscarora
Tututni
Umatilla
Umpqua
Upper Chinook
Ute
Waca
Waicuri-Pericue
Wailaki
Walapai
Walla Walla
Wampanoag
Wapato
Warm Springs
Wasco
Washo
Washoe
Western Apache
Western Shoshone
Whilkut
Wichita
Wikchamni
Wind River Shoshone
Winnebago
Wintu
Wintun
Wishram
Wyandotte
Xicaque
Yahooskin
Yakima
Yamel
Yana
Yankton
Yanktonnais Sioux
Yaqui
Yaquina
Yavapai
Yawilmani
Yellow Knife
Yerington Paiute
Yokuts
Yokuts-Mono
Yomba Shoshone
Yuchi
Yuki
Yuma
Yurok
Zacatec
Zapotec
Zia
Zoque
Zuni

APPENDIX D

GEOGRAPHIC CODES FOR STATE OF BIRTH, MARRIAGE, AND RESIDENCE

Code	State	Abbrev.	Code	State	Abbrev.
01	Alabama	AL	28	Nebraska	NB
02	Alaska	AK	29	Nevada	NV
03	Arizona	AZ	30	New Hampshire	NH
04	Arkansas	AR	31	New Jersey	NJ
05	California	CA	32	New Mexico	NM
06	Colorado	CO	33	New York	NY
07	Connecticut	CT	34	North Carolina	NC
08	Delaware	DE	35	North Dakota	ND
09	District of Columbia	DC	36	Ohio	OH
10	Florida	FL	37	Oklahoma	OK
11	Georgia	GA	38	Oregon	OR
12	Hawaii	HI	39	Pennsylvania	PA
13	Idaho	ID	40	Rhode Island	RI
14	Illinois	IL	41	South Carolina	SC
15	Indiana	IN	42	South Dakota	SD
16	Iowa	IA	43	Tennessee	TN
17	Kansas	KS	44	Texas	TX
18	Kentucky	KY	45	Utah	UT
19	Louisiana	LA	46	Vermont	VT
20	Maine	ME	47	Virginia	VA
21	Maryland	MD	48	Washington	WA
22	Massachusetts	MA	49	West Virginia	WV
23	Michigan	MI	50	Wisconsin	WI
24	Minnesota	MN	51	Wyoming	WY
25	Mississippi	MS	52	Puerto Rico	PR
26	Missouri	MO	53	Virgin Islands	VI
27	Montana	MT	54	Guam	GU

GEOGRAPHIC CODES FOR STATE OF BIRTH, MARRIAGE, AND RESIDENCE - Continued

55 Canada

55 Canadian Provinces

Alberta (Alta.)
British Columbia (B.C.)
Great Northwest Territories (GNWT or NWT)
Manitoba (Man.)
New Brunswick (N.B.)
Newfoundland (Nfld.)
Nova Scotia (N.S.)
Ontario (Ont.)
Prince Edward Island (PEI)
Quebec, Province of Quebec (Que. or P.Q.)
Saskatchewan (Sask.)
Yukon Territory (Y.T.)

56 Cuba

57 Mexico

59 Remainder of World

APPENDIX E

OTHER ENTRIES REPORTED ON CERTIFICATES AND CODES FOR EDUCATION OF GROOM AND BRIDE

College Entries	Code
4 + 2	17
Post graduate	17
16 mos.	13
(convert months by dividing by 9) (1 yr. 7 mos.)	
3/4	13
2.5	14
1+1 N.T.	13
1500 hrs.	99
10	17
P. G. - 4	99
In 2nd year	13
B	16
BA with 1 yr. law	17
Senior	15
Soph.	13
College	16
University	16
1 year Prep.	99
Yes	16
4 semesters	14
Assoc. degree	14
Graduate	16
6 months	12
2/3	12
Less than 3/4 year or less than 9 mo.	12
Technical or Trade School	99
Junior College	14
Juristic Doctorate	17

Elementary or Secondary Entries	Code
Finished in service	12
G.E.D. - Army	12
3 - graduate	11
Senior	11
Soph.	09
High School	12
Yes	12
GED	12
Graduate	12

APPENDIX F

LIST OF MAJOR CITIES IN THE UNITED STATES AND THE STATES IN WHICH THEY ARE LOCATED

(Use if State is reportable but not reported)

Atlanta, Georgia
Baltimore, Maryland
Boston, Massachusetts
Buffalo, New York
Chicago, Illinois
Cincinnati, Ohio
Cleveland, Ohio
Dallas, Texas
Denver, Colorado
Detroit, Michigan
Houston, Texas
Indianapolis, Indiana
Los Angeles, California
Memphis, Tennessee
Milwaukee, Wisconsin
Minneapolis, Minnesota
New Orleans, Louisiana
New York, New York
Philadelphia, Pennsylvania
Pittsburgh, Pennsylvania
San Antonio, Texas
San Diego, California
San Francisco, California
Seattle, Washington
St. Louis, Missouri
Washington, District of Columbia

APPENDIX G

OTHER ENTRIES REPORTED ON CERTIFICATES AND CODES FOR TYPE OF CEREMONY

Entry	Code
Agent	1
Branch President (Latter Day Saints)	2
Cantor	2
Curate	2
Dean	2
Delegate	9
Doctor	2
Elder	2
Father (Fr.)	2
Imam	2
Latter Day Saints (L.D.S.)	2
Licentiate	2
Minister	2
Minister of the Gospel (M.G.)	2
Moderator of the Session	9
Monseigneur (Msgr.), Monsignor	2
Overseer	2
Presiding Overseer	2
Rector	2
Saint	2
Salvation Army	2
Temple	2
Unitarian	2
Universalist	2
Vicar	2

Form Approved
OMB No. 68R 1903

TYPE OR PRINT IN PERMANENT INK FOR INSTRUCTIONS SEE HANDBOOK

LICENSE NUMBER

U.S. STANDARD

LICENSE AND CERTIFICATE OF MARRIAGE

STATE FILE NUMBER

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE - PUBLIC HEALTH SERVICE - NATIONAL CENTER FOR HEALTH STATISTICS
1978 REVISION

GROOM

GROOM – NAME (First, Middle, Last)			AGE
1.			2.
USUAL RESIDENCE – STREET AND NUMBER		CITY, TOWN OR LOCATION	
3a.		3b.	
COUNTY	STATE	BIRTHPLACE (State or foreign country)	DATE OF BIRTH (Mo., Day, Yr.)
3c.	3d.	4.	5.
FATHER – NAME	BIRTHPLACE (State or foreign country)	MOTHER – MAIDEN NAME	BIRTHPLACE (State or foreign country)
6a.	6b.	7a.	7b.

BRIDE

BRIDE – NAME (First, Middle, Last)			AGE
8a.		MAIDEN NAME (If different) 8b.	9.
USUAL RESIDENCE – STREET AND NUMBER		CITY, TOWN OR LOCATION	
10a.		10b.	
COUNTY	STATE	BIRTHPLACE (State or foreign country)	DATE OF BIRTH (Mo., Day, Yr.)
10c.	10d.	11.	12.
FATHER – NAME	BIRTHPLACE (State or foreign country)	MOTHER – MAIDEN NAME	BIRTHPLACE (State or foreign country)
13a.	13b.	14a.	14b.

WE HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND THAT WE ARE FREE TO MARRY UNDER THE LAWS OF THIS STATE.

GROOM'S SIGNATURE	BRIDE'S SIGNATURE
15. ▶	16. ▶

LICENSE TO MARRY

THIS LICENSE AUTHORIZES THE MARRIAGE IN THIS STATE OF THE PARTIES NAMED ABOVE BY ANY PERSON DULY AUTHORIZED TO PERFORM A MARRIAGE CEREMONY UNDER THE LAWS OF THE STATE OF _____

SUBSCRIBED TO AND SWORN TO BEFORE ME ON (Month, Day, Year)	SIGNATURE OF ISSUING OFFICER	TITLE OF ISSUING OFFICER
17a.	17b. ▶	17c.

CEREMONY

I certify that the above named persons were married on (Month, Day, Year)	WHERE MARRIED – CITY	COUNTY
18a.	18b.	18c.

PERSON PERFORMING CEREMONY	TITLE	TYPE OF CEREMONY (Religious or civil, specify)
18d. (Signature) ▶	18e.	18f.

WITNESS TO CEREMONY	WITNESS TO CEREMONY
19a. (Signature) ▶	19b. (Signature) ▶

LOCAL OFFICIAL

LOCAL OFFICIAL MAKING RETURN TO STATE HEALTH DEPARTMENT	DATE RECEIVED BY LOCAL OFFICIAL (Mo., Day, Yr.)
20a. (Signature) ▶	20b.

INFORMATION FOR STATISTICAL PURPOSES ONLY

GROOM

RACE – GROOM	NUMBER OF THIS MARRIAGE	IF PREVIOUSLY MARRIED, LAST MARRIAGE ENDED		EDUCATION (Specify only highest grade completed)	
Specify (e.g., White, Black American Indian, etc.)	Specify (First, second, etc.)	BY DEATH, DIVORCE, DISSOLUTION OR ANNULMENT (Specify)	DATE (Mo., Day, Yr.)	Elementary or Secondary (0-12)	College (1-4 or 5+)
21.	22.	23a.	23b.	24.	

BRIDE

RACE – BRIDE	NUMBER OF THIS MARRIAGE	IF PREVIOUSLY MARRIED, LAST MARRIAGE ENDED		EDUCATION (Specify only highest grade completed)	
Specify (e.g., White, Black American Indian, etc.)	Specify (First, second, etc.)	BY DEATH, DIVORCE, DISSOLUTION OR ANNULMENT (Specify)	DATE (Mo., Day, Yr.)	Elementary or Secondary (0-12)	College (1-4 or 5+)
25.	26.	27a.	27b.	28.	

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Rev 1/78

ILLUSTRATION 1

ILLUSTRATION 2

DATA PREPARATION BRANCH
VITAL RECORDS SECTION
LOT CONTROL RECORD

SECTION I. RECORDS CONTROL UNIT

19 ____

Registration Area _____ Reel _____

Data Month(s) _____ _____

Film Image Nos: From _____ to _____

Shipment No. _____

No Records In Work Unit _____

Image No: From _____ to _____

Births ___ ▱

Deaths ___ ▱

Fetal Deaths ___ ▱

Marriages ___ ▱

Divorces ___ ▱

NUMBER OF RECORDS

Checklist Void/Cancelled _____

Transmittal Total _____

Belated Records _____

Total Records _____

Expected No. Records _____

Alert - Shipment Includes

CHECKLIST AND CONTROL ADJUSTMENTS

Certificates Voided/Cancelled, etc., By State or Checklist

SECTION II. DEMOGRAPHIC CODING UNIT

A. SAMPLING:

Random Start ___ Skip Interval ___ Terminal Digits ___

Sample Digit _____ Allowable Error ___

Errors on Sample ___ Weighted Errors ___ Total Verif. Errors _____

B. MACHINE OPERATION:
CERTIFICATES WITH ERRORS

1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Search Identifier		Records Not Found In Verification of Tape	Punched
Date	Cert. No.		

C. IRREGULARITIES AND/OR DELETIONS

Illegible	Missing Numbers	Filmed Behind Wrong Target	Unnumbered Images	Dup. Cert. No.-Diff. Events	Voided or Cancelled On Film	Deletions (Out of Data Yr.)	2nd. Ceremony	Unused License

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ILLUSTRATION 3

NCHS--DDP **REFERRAL FORM -- DATA PREPARATION BRANCH**

NAME: _____ **DATE:** _____

UNIT: _____

VITAL RECORDS	HOSPITAL RECORDS	HEALTH INTERVIEW	
REGIST. NUMBER	BATCH NUMBER	BATCH NUMBER	
LOT NUMBER	HOSPITAL NUMBER	PSU NUMBER	
IMAGE NUMBER	HDS NUMBER	SEGMENT NUMBER	
RECORD TYPE		SERIAL NUMBER	
		PERSON NUMBER	

CATEGORY OF REFERRAL: ☐ Coding Problem ☐ Record Format ☐ Other

STATEMENT OF PROBLEM: _____

_____

_____

_____

_____

CODER'S SPECIFIC QUESTION: _____

_____

_____

SUPERVISOR'S DECISION: _____

_____

_____

_____

_____

CATEGORY OF DECISION: ☐ A ☐ B ☐ C ☐ D **DECISION BY:** _____

FOR INFORMATION ONLY: _____

_____

_____

_____

_____

REPORTED BY: _____ **TRANSMITTAL DATE:** _____

HRA-47 (4-74) (Formerly HSM-257)